

Topsfield Town Library Board of Trustees Meeting
Tuesday, November 13, 2018 7:00 p.m.
Library Periodicals Room

Present: Trustees— Abigail Jackson, Janet Kmetz, Kathy Hartmann, Gail Bryson, Brooke Spater, Olivia Gatti
Library Director: Laura Zalewski

Absent:

Guests:

AGENDA

Gail Bryson called the meeting to order at 7:00 p.m.

Approval of Meeting Minutes: - October 9, 2018 meeting minutes were approved as written by Abby Jackson; Olivia Gatti seconded. The motion was unanimous.

New Business:

- Holiday on the Green: Will take place 12/1/18. There are lots of fun things scheduled including crafts for children and adults in the library, food trucks, and the return of the decorative snowmen outside.
- Review/approve action plan for FY2020: This plan takes effect 7/19. Brooke Spater made a motion to approve the action plan for 2020; Abby Jackson seconded, the motion was unanimous.
- Review/update internet policy: Many libraries have differing policies and Laura shared a spreadsheet highlighting many of them. We currently ask for a parent to sign a form for children under age 18 and we keep it on file and on their library card. Laura would like to have eliminate the age restriction for usage and to no longer require signatures. She would like to post the policy for internet use, so people are aware. Abby Jackson voted to approve the new internet policy, Janet Kmetz seconded, the motion was unanimous.
- Approve Circulation policy: Janet Kmetz voted to approve the circulation policy as amended to eliminate age restriction to use internet; Olivia Gatti seconded, the motion was unanimous.
- Correspondence: We had a letter from Insurance company denying coverage for the mold remediation as well as a letter thanking us for hosting the Massachusetts Child Passenger Safety Technician class at the library in May.
- Staff appreciation lunch: We need to set a date for January; tentatively plan for 1/17/19. We will make a firm decision in December.

Director's Monthly Report: (October) See Laura's specific monthly report document for details.

Programs— 13 children's programs, 268 attendees. 10 adult/family programs, 57 attendees

Staff—

- On October 2, Christine Manning attended a Customer Service training in North Andover.
- On October 4, Christine Manning and Lindsey Recka attended a session to help library staff better serve patrons experiencing mental health issues and homelessness in Lowell.
- On October 5, staff members from all departments attended the Autism Beyond the Children's Room workshop conducted by Virginia Johnson (John Curtis Free Library, Hanover MA).
- On October 18th, Wendy Thatcher attended the MVLC Reference Group meeting held at Parker Memorial Library in Dracut. Guest speaker Sandra Whipple talked about her experiences organizing and hosting a "Human Library" in Goffstown, NH.
- On October 24, Noelle Martignetti attended a workshop on improving catalog searching skills at MVLC North Andover.

Department Reports—

- Cataloging- Sibyl Hezlett- The library added 477 items: 367 adult and 110 juvenile items. A busy month!
- Children's Room- Lindsey Recka- Storytime began and we have had lots of attendees! 60 patrons attended our Trick or Treat event and had lots of fun. Plans for holiday preparation are underway.
- Circulation- Christine Manning- Three new displays went up for the month of October focusing on thrillers. Orders were placed for new Christmas movies and music.
- Reference- Wendy Thatcher- The quiet and study room were used 80 times. There were 13 library events, 13 meetings, 4 quiet/study uses, 34 tutoring sessions, and 16 walk-ins. Wendy Thatcher attended the MVLC Reference Group meeting held in Dracut. The guest speaker talked about her experience organizing and hosting a "Human Library." On Friday 10/12, the Reference Department began moving the four laptops to the Topsfield room, so children can move about and talk while playing video games. Learn to Sew sessions were held in October. Four people signed up.

Facility—

- Changeover to heat began on 10/10.
- On 10/18 Laura had a call from Red Alert at 8:30 p.m. from the alarm company saying there was motion on the first floor and the vestibule door was open. Laura came to the library to find the Village Gardeners meeting ending and realized the cleaner must have set the alarm when he left.
- On 10/23 Laura had another call from Red Alert at 5:15 p.m. that the vestibule door was open. The door was sticking from the humidity and hadn't fully closed so a patron caused the alarm to go off. There will be new closing procedures to prevent this going forward.
- On 10/28 Laura spoke with the town's MIIA rep about an insurance claim for the mold damage and the insurance doesn't cover it. It is not "covered peril" such as mold growing from a broken water pipe.

Budget—

- No update

Circulation—

- Circulation increased 12.3% from last year. The consortium increased .3%.

Library Attendance—

- Library attendance increased 14.5% over last October. Last year we were closed on 10/30 & 10/31 due to a power outage.

Former Business:

- Friends of the Library: Abby attended the recent meeting. There has been talk about needing younger folks involved. Abby found things to be in good order. Gail will attend the next meeting and will report back.
There was a new woman who was there for the first time who seemed enthusiastic. They changed the price of the gingerbread houses without telling Laura.
- Capital plan update: Laura got the name of the slate person to look at the roof. The weather has prevented her from proceeding. Still waiting for more information on new doors. Laura had emailed in mid-September to the trust commissioners that we had done some projects totaling almost \$20K. Laura was invited to come to talk about the projects at their meeting but could not go; she has invited them to our meeting but has not heard anything back.
- Emergency policy review: Laura sent it again to Evan; he did say today he would look at it soon.
- Art Committee update: Call for artists has been publicized twice but with little response. Perhaps consider Saltbox gallery? Or reach out to the Masconomet art department? We need more local artists.
- Music Committee update: Abby sent out another email. For the April concert, there is no concert or venue scheduled. We are looking at the Emerson Center. January 11 will be open mic night at the library. July 21 will be a big band concert on the common.

Meeting adjourned: at 8:17 p.m. Olivia Gatti made a motion to close the meeting; Janet Kmetz seconded; the motion was unanimously approved.

The next scheduled Board meeting is on Tuesday December 10, 2018, 7:00 pm

Respectfully submitted,

Brooke Spater

List of Documents:

- Agenda for 11.13.18 BOLT meeting

- Trustees Director's Report from 10/18
 - Minutes from 10.9.18 BOLT meeting
 - Topsfield Library Monthly Financial Report
 - FY2019 Gould Fund A Profile
 - Topsfield Library 2020 Action Plan
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- Updated Circulation policy
 - MVLC Libraries Internet Policies as of 11/2018
 - Internet use policy
 - Revised internet use policy
 - EOPSS Child Passenger Safety Training thank you letter
 - Mold damage letter from MIIA